



# New Jersey Asbestos Exam

## Candidate Information Bulletin

**New Jersey Department of Health & Senior Services**

### **New Jersey Department of Health & Senior Services**

#### **Consumer & Environmental Health Services**

Phone: 609-631-6749

Fax: 609-588-7618

### **Promissor**

#### **Customer Service & Reservations**

Phone: 800-274-0456

All individuals who wish to acquire a New Jersey Asbestos Abatement Permit, must complete training approved by the New Jersey Department of Health and Senior Services (NJ DHSS) and then successfully pass the third party examination recognized by the NJ DHSS.

This brochure contains information regarding the asbestos certification exam recognized by the NJ DHSS.

## Table of Contents

---

<b>Background</b> .....	3
<b>Eligibility</b> .....	3
<b>Scheduling</b>	
General Scheduling Information.....	3
Holiday Schedule .....	3
Examination Fee.....	3
Test Centers .....	4
Scheduling Via Telephone .....	4
Scheduling Via the Internet.....	4
Payment Options.....	6
Americans with Disabilities Act (ADA) .....	7
Change/Cancellation Policy .....	8
<b>Exam Day</b>	
Absent/Lateness Policy .....	8
Weather Delays and Exam Cancellations .....	8
Examination Procedures .....	8
What to Bring to the Examination.....	9
Promissor Assessment Center Policies.....	9
<b>Content Outlines</b> .....	10
<b>Retaking the Examination</b> .....	10
<b>Contact Information</b> .....	11

## Background

Asbestos Workers and Supervisors are responsible for abating asbestos-containing materials in NJ. Individuals must be licensed by the New Jersey Department of Labor (NJ DOL) prior to conducting any activities for which this certification is required.

## Eligibility

To be eligible to take this examination, an individual must either:

1. Complete a New Jersey Department of Health and Senior Services (NJ DHSS) certified training course; **or**
2. Have their training approved by the NJ DHSS in accordance with NJ's reciprocity requirements.

To learn more, contact the NJ DHSS at (609) 631-6749 or go to [www.state.nj.us/health/eoh/tsrp](http://www.state.nj.us/health/eoh/tsrp).

## General Scheduling Information

Scheduling for an examination can be done via telephone by calling Promissor at 800-274-0456 or over the internet (see page 4). In some instances (if there is room at the exam location you've selected), reservations can be made up to **24 hours** before the desired examination date.

The following information will be requested at the time of scheduling:

- Candidate's legal, name, address, and other demographic information
- The type of examination you wish to take (ie. asbestos worker or asbestos supervisor)
- Preferred examination date and test center location (see *Test Centers*, Page 4)
- Payment (certified check, money order, pre-purchased vouchers, or credit cards)
- Failing score report (if retaking an examination)

Following are Promissor's Reservation Center hours:

Monday - Friday	8am - 11pm
Saturday	8am - 5pm
Sunday	10am - 4pm

## Holiday Schedule

There will be no testing on the following holidays or holiday weekends:

New Years Day/Weekend	Independence Day/Weekend
Martin Luther King, Jr. Day	Labor Day/Weekend
President's Day	Thanksgiving Day/Weekend
Memorial Day/Weekend	Christmas Day/Weekend

## Examination Fee

The following fees apply to both first time examination takers and re-takers. Checks and money orders should be made payable to "Promissor". Exam fees are as follows:

Worker	\$ 80
Supervisor	\$125

**Note: Cash and personal checks will not be accepted**

## Test Centers

<b>3180</b>	Millburn/Springfield	Mon.— Sat.
<b>3181</b>	Edison	Tues., Thurs., Fri., & Sat.
<b>3183</b>	Mt. Laurel	Tues—Sat.
<b>3184</b>	Cedar Knolls	Tues, Thurs., Fri. & Sat.
<b>3185</b>	Northfield	Thurs. & Sat.
<b>3186</b>	Toms River	Tues.— Thurs. & Sat.
<b>3187</b>	Hamilton Twp.	Tues., Weds., Fri. & Sat.
<b>3188</b>	Fairfield	Tues.—Sat.,

## Scheduling Via Telephone

Candidates may contact Promissor's Reservation Center at 800-274-8346 to make reservation for the examination.

## Scheduling Via the Internet

Scheduling for an examination can be done via internet. This can be done at the following website:

[www.catglobal.com](http://www.catglobal.com)

### Creating an Account

The first thing you have to do (if you haven't done so previously) is set up a test-taker account. Following are the steps to register an account:

1. Under *User Info* select *Create Account*
2. You will be asked to provide the following information :

#### Personal Information

**Last Name**  
**First Name**  
**Address**  
**City**  
**State**  
**Country**  
**Postal code**  
**Telephone**  
**e-mail**

#### Additional Information

**Social Security Number**  
**Passport No. (if applicable)**

Preferences  
**Date Format**  
**Time Format**  
**First Day of Week**  
**Currency**

#### Business Information (if applicable)

**Company**  
**Title**  
**Company Address**  
**Country**  
**Telephone**  
**Facsimile**  
**e-mail**

When you are done, click on *Save* to continue

3. You will see a confirmation screen with your Test Taker ID and Password. This information should be recorded and kept in a secure location. Once done, hit *Continue* to complete.
4. Your account has been completed. You may now schedule an exam, view your exam schedule, or view all test registrations previously scheduled. You may also change or update your account information.

## Scheduling Via the Internet (cont'd)

### Creating an Account

Once you have created a test takers account, you can schedule an examination. To do this, log into your account and then follow these steps:

1. **Select *Schedule a Test* (under *My Tasks*).**
2. **For your “Company/Assoc. Sponsor,” select New Jersey Asbestos**
3. **You need to provide any “*additional information required*” and the following information:**

**Training Agency:**

This number can be found in Section III of your “Training Information Record” (ASB-24) form.

**Education Completion Date:**

This date is found in Section II, number 3 of your “Training Information Record” (ASB-24) form.

***Please Note: Training which is more than one (1) year old is not valid.***

**Gender:**

Enter “M” (Male) or “F” (Female)

**Control Number:**

This number is found in the top right hand corner of your Training Information Record” (ASB-24) form, following the letter “C”.

4. **To Select a Test**

**Company/Assoc. Sponsor:** New Jersey Asbestos

**Test Program:** New Jersey Asbestos

**Test:** Select either Supervisor or Worker (in the appropriate language)

Verify that the information is correct and hit *Continue* when it is.

5. **To Select a Test Center (see list on page 4)**

Country: United States

State, City: Select the location you wish to take the test at

Center Name/Address: Select the address for the location you selected above

Hit “Continue” when done

6. **To select a Date & Time**

Month: Select any months which do not have an \* next to them (there are no available days scheduled for that month yet)

Day: Select the day of the month you wish to take the exam.

Appointment Time: Select your preferred appointment time.

When done, hit *Add to Cart*

7. **Review your test information carefully and make any necessary edits. Once done, print page and hit *Proceed to Checkout***
8. **At this time you will be asked to provide payment information. See the *Payment Options* (page 6) section of this document for more details.**

## Payment Options

Once you have scheduled an examination, payment will be required. Payment options are as follows:

### 1. Credit Card

All major credit/debit cards are accepted. You will be required to provide a billing address, credit/debit card number, and card expiration date.

### 2. Voucher- Vouchers can be purchased singly or in volume via the following methods:

**Purchase Online:** Go to: [www.catglobal.com](http://www.catglobal.com)  
(see box to right)

Following are directions for purchasing vouchers online:

- Login to your account and select *Buy Vouchers*
- Select either New Jersey Asbestos-Worker (\$80 each) or New Jersey Asbestos-Supervisor (\$125 each) and hit *Continue*
- Enter the number of vouchers you wish to purchase and select *Continue*
- Next, you will have to enter name, address, and billing information.
- Once done, you will receive information on the voucher numbers and expiration dates.

**Purchase via the Mail:** Vouchers may be purchasing by sending a letter to Promissor with a certified check or money order for the total number of Asbestos Worker (\$80 each) and/or Asbestos Supervisor (\$125 each) exam vouchers you wish to purchase. The check should be made payable to Promissor and be sent to:

Promissor Accounting  
PO Box 41508  
Philadelphia, PA 19101

To redeem a voucher as payment for an exam when booking a test, simply indicated "Voucher" as your payment method and then provide the voucher number.

### 3. Direct Debit (Electronic Checks)

With Direct Debit, you authorize an electronic withdrawal from the account you provide. To pay via direct debit, you must provide the bank name, bank routing number, social security number or driver's license number, name and address on the account, and account number. If the payment is returned due to insufficient funds, an attempt will be made to process the payment one more time. If it does not go through, you will be charged up to the maximum amount for non-sufficient funds allowable by state law (ranges are from \$10 to \$35 depending upon the state).

#### • Voucher Program:

New Jersey Asbestos-Worker

Name: New Jersey Asbestos-Worker

Country: UNITED STATES

Expiration Date: 5/10/2006 (365 days from day of purchase.)

Valid only for these Test Sponsors:  
New Jersey Asbestos

#### • Valid only for these Test Programs:

New Jersey Asbestos

#### • Valid only for these Tests:

Worker English

#### • Worker Polish

#### • Worker Serbian

#### • Worker Spanish

Voucher Price: 80 USD

Number of Vouchers:

## Americans with Disabilities Act (ADA)

Promissor complies with the provisions of the Americans with Disabilities Act (42 U.S.C 12101 et seq.), in accommodating disabled candidates who need special arrangements to take an examination.

Candidates who require special arrangements due to impaired sensory, manual or speaking skills, or other disability, should fax the *Special Accommodations Request Form* (below) to Promissor

The form must be accompanied by supporting documentation from a physician or other qualified professional reflecting a diagnosis of the candidate's condition and an explanation of examination aids or modifications. Promissor will provide auxiliary aids and services, except where such may be fundamentally alter the examination results, or result in undue burden. The examination will be scheduled upon receipt of all required information by Promissor.

Candidates who have additional questions concerning ADA arrangements may contact the ADA Coordinator at 800-274-3707. However, the *Special Accommodations Request Form*, along with the required supporting documentation, **MUST** be submitted to Promissor before any special examination arrangements can be finalized.

Promissor will determine the time and place of specially arranged examinations and will confirm these arrangements directly with the candidate. Candidates who need to retake an examination should notify Promissor that special arrangements were used for the previous examination.

Due to the unique nature of each request, Promissor recommends that candidates request special services as early as possible. Promissor will make a concerted effort to provide reasonable accommodations as permitted by state licensing agencies and individual Promissor Assessment Center capabilities.

PROMISSOR 		Special Accommodations Request Form			
Any individual who has a physical or mental impairment or limitation described as a disability under the Americans with Disabilities Act (ADA) may request special examination arrangements.					
Candidates who wish to request special accommodations because of a disability should fax this form to Promissor at (610-617-9397). Documentation on official letterhead from a physician, school official, licensed psychiatrist or other appropriate authority should be included with the form. This documentation should identify the disability and the need for the requested accommodations, and may be in the form of a letter, test results, signed school Individual Education Plan diagnosis and plan, or other official documentation identifying the disability and the accommodations prescribed.					
PLEASE PRINT CLEARLY			Date:		
Last Name		First Name:		MI:	
Address:					
City	State:	ZIP:	Daytime Phone: (     )		
Description of Disability:					
Large-print written exam	Marker	Additional time	Reader	Separate testing room	Sign language interpreter
Other (please describe):					
Accommodations previously provided to you (list accommodation and purpose, such as "sign language interpreter for SAT exam"):					
Contact Promissor with questions about special accommodations at: <b>Promissor Test Center Operations, 3 Bala Plaza West, Suite 300, Bala Cynwyd, PA 19004</b> <b>Phone: (800) 274-3707 (choose option 1), TDD: (800) 274-2617, Fax: (610) 617-9397</b>					

## Change/Cancellation Policy

---

Candidates should call Customer Care at 800-274-8346 four (4) business days before the examination is to be administered to change or cancel a reservation. Candidates who change or cancel their reservations without proper notice or without an appropriate excuse (see Absence/Lateness Policy) are responsible for the full examination fee.

## Absent/Lateness Policy

---

Candidates who are unable to attend an examination, may be excused for the following reasons:

- Illness of the candidate or of a member of the candidate's immediate family
- Death in the immediate family
- Disabling traffic accident or car breakdown
- Court appearance, jury duty, or subpoena
- Military duty
- Weather emergency

Candidates who are otherwise absent or late to an examination, and have not rescheduled or canceled according to the Change/Cancellation Policy, will be responsible for the examination fee. Written verification and supporting documentation for excused absences must be submitted to Promissor within fourteen (14) business days of the original examination date.

## Weather Delays and Exam Cancellations

---

If severe weather or a natural disaster makes travel to the assessment center inaccessible or unsafe, the examination may be delayed or cancelled. Candidates may call Promissor at 800-274-2615 for details regarding delays and cancellations during severe weather.

## Examination Procedures

---

Candidates should report to the Promissor Assessment Center thirty (30) minutes before the exam is scheduled to complete registration. When candidates arrive, they should check in with the assessment center manager and present their confirmation number, identification, and proof of NJ approved training (see What to Bring to the Examination). The manager will review this documentation and photograph each candidate for his/her score report.

Candidates must agree to abide by the Promissor and the NJ Department of Health and Senior Services test center security policies. The security policies are presented at the beginning of the examination. Candidates must select the "I agree" button to proceed. Candidates who do not agree or accidentally select the "Not Agree" button will not be allowed to test.

Candidates will have an opportunity to take a tutorial before proceeding to the actual examination. The time spent on the tutorial will not reduce the time allotted for the examination. Proctors will be able to answer questions regarding the operation of examination equipment, but will not answer any questions regarding examination content. Upon completion, Promissor staff will generate two identical score reports one must be sent to the NJ Department of Labor with your permit application as proof of passing the examination. **Copies of the score report will not be accepted.** You may keep the other score report for your records.



## What to Bring to the Examination

---

On the day of the examination, candidates must bring the following to the assessment center:

- Two (2) forms of a signature-bearing identification (one must be photo-bearing).
- Confirmation number (provided when reservation was made).
- Examination fee (\$ 80 - Worker, \$ 125-Supervisor) in the form of a cashier's check or money order made payable to "Promissor"
- Failing score report (for those retaking exam)
- Original goldenrod-colored copy of the New Jersey Department of Health and Senior Services Asbestos Training Information Record (ASB-24)\*

***\*Reciprocity candidates must bring the original signed letter on DHSS letterhead indicating their eligibility to take the examination.***

## Promissor Assessment Center Policies

---

The following policies are observed at each Promissor Assessment Center:

- Candidates who arrive late will not be admitted to the examination, and will be responsible for the fee.
- "Walk in" testing is not permitted. Candidates who did not previously make a registration will not be admitted to the examination.
- Cell phones, beepers, and any other electronic devices are not permitted to be used during the examination. They must be turned off prior to testing to ensure that candidates are not disturbed during the examination.
- Candidates should not bring valuable personal belongs to the assessment site which need to be stored during the examination. Exam sites do not have secure storage location for such items. Promissor is not responsible for lost or misplaced items.
- Candidates are not permitted to bring books or reference materials into the examination rooms. Candidates who are found with these or any other aids such as watch alarms, listening devices, recording or photographic devices during the examination, will not be permitted to continue the examination. Such individuals will also be subject to prosecution under the N.J.A.C. 8:60.
- Candidates will be permitted standard Promissor scratch paper, which will be collected upon completion of the examination. No calculators are permitted.
- Eating, drinking, or smoking during the examination is not permitted.
- Under no circumstances will a candidate be allowed to exceed the allotted amount of time for the examination they take. With the proctor's permission, candidates will be permitted to leave the room during the examination, but no extra time will be allotted for the examination.
- Any candidate discovered causing a disturbance of any kind or engaging in any kind of misconduct (giving or receiving help, using notes, books, or other aids; taking part in an act of impersonation; or removing examination materials or notes from the examination room) will be summarily dismissed from the examination and be immediately reported to the NJ State Department of Health and Senior Services for prosecution in accordance with the requirements of N.J.A.C. 8:62.
- ? No visitors, guests, pets, or children are allowed at the Promissor Assessment Center.

## Content Outlines

Below are the Content Outlines for each of the asbestos examinations. Next to each content area is the approximate percentage of questions for that category.

Content Area	%
General Topics Related to Asbestos	8%
Health and Medical Considerations	12%
Personal Protective and Other Equipment	18%
Work Practices, Procedures, and Disposal	28%
Additional Safety Hazards	10%
Testing Methodologies	12%
Regulations	12%

Content Area	%
General Topics Related to Asbestos	8%
Health and Medical Considerations	13%
Personal Protective and Other Equipment	12%
Work Practices, Procedures, and Disposal	25%
Additional Safety Hazards	7%
Testing Methodologies	8%
Regulations	13%
Legal Considerations	10%
Supervisory	4%

## Retaking the Examination

Candidates who fail the examination may register to retake the examination. There is no limit to the number of times you may take the examination. However, you must successfully pass the examination within one year of the completion of your initial asbestos training course. The fee for retakes is the same as the initial fee (see *Examination Fee*, page 3).

## Contact Information

---

Contact the following agency for questions regarding:

### **Eligibility and Training**

New Jersey Department of Health and Senior Services  
Consumer and Environmental Health Services  
Indoor Environments Program  
PO Box 369  
Trenton, NJ 08625-0369  
Telephone: 609-631-6749  
Fax: 609-588-7618

### **Your Asbestos Permit Application**

New Jersey Department of Labor and Workforce Development  
Asbestos Control and Licensing  
PO Box 949  
John Fitchway Plaza, 3rd Floor  
Trenton, NJ 08625-0949  
Telephone: 609-633-2158  
Fax: 609-633-0664

### **The Examination Process**

Promissor, Inc.  
Three Bala Plaza West, Suite 300  
Bala Cynwyd, PA 19004-3481  
Telephone: 800-274-0456